Approved For Release 2000/06/13 : CIA-RDP78-04202A000200160009-7

4 October 1974

MEMORANDUM FOR: Senior Training Officer DDA

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 6 December for the Seminar for New Managers at Kings Point, 16 February - 7 March 1975.

2. The Agency has one space reserved for this seminar. (DDA requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

[redacted]
Executive Secretary
Training Selection Board

25X1A

25X1A

ES-TSB[redacted]n:maq
Distribution:
Orig - Adse
2 - ES-TSB

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4 October 1974

MEMORANDUM FOR: Senior Training Officer DDI

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 6 December for the Seminar for New Managers at Kings Point, 16 February - 7 March 1975.

2. The Agency has one space reserved for this seminar. (DDI requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

[redacted]
Executive Secretary
Training Selection Board

25X1A

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4 October 1974

MEMORANDUM FOR: Senior Training Officer DDS&T

SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 6 December for the Seminar for New Managers at Kings Point, 16 February - 7 March 1975.

2. The Agency has one space reserved for this seminar. (DDS&T requested one space.)

3. Please submit six copies of all nomination papers for your candidate--an up-to-date biographic profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

[redacted]
Executive Secretary
Training Selection Board

25X1A

25X1A

ES-TSB[redacted]maq
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NOMINATION FOR INTERAGENCY TRAINING

COURSE

1. Course title
Seminar for Advancing Managers

2. Cost
$ 750

3. Agency offering course
Civil Service Commission

4. Dates of course
16 - 28 February 1975

5. Location of course *(City, State)*
Oak Ridge, Tennessee

NOMINEE

6. Name *(First) (Initial) (Last) (Mr., Miss, Mrs.)*
[redacted]

25X1A

7. Position title
Management Officer
Branch Chief

8. H[redacted]

9. Pay plan and grade
GS-14

10. Office telephone *(Including Area Code)*
202 - 351-1100

11. Enter here special information required by the course announcement
Assigned to current managerial position: August 1974

AGENCY

12. Billing address *(Including ZIP Code)*
Registrar, Office of Training
Central Intelligence Agency
Washington, D.C. 20505

13. Approving official *(signature and title)*
Registrar, Office of Training

14. Date
3 January 1975

15. Telephone *(Including Area Code)*
202 - 351-2193

16. Return address of nominating agency *(Including ZIP Code)*
Registrar, Office of Training
Central Intelligence Agency
Washington, D.C. 20505

FOR USE BY AGENCY OFFERING TRAINING—DO NOT FILL IN THIS PART

ACTION

17. Nominee is:
- ☐ Selected as nominated
- ☐ Selected for alternative dates *(see Remarks)*
- ☐ Not selected *(see Remarks)*

18. Remarks

19. First session of class meets

INSTRUCTIONS TO NOMINATING AGENCY

1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:
Executive Secretary
Training Selection Board 1036 CofC Bldg

EXTENSION: 2193

NO.

DATE: 6 December 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chairman Training Selection Board				Attached for your consideration are three nominations for the Seminar for Advancing Managers at Oak Ridge, 16 - 28 February 1975:
2.				[redacted] CRS GS-13, NPIC GS-14, OD&E (MF)
3.				
4.			25X1A	The Agency has one space reserved for this seminar.
5.				Please return these papers to me indicating your ranking of the candidates.
6.				[redacted]
7.				
8.				
9.			25X1A	
10.				
11. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
12.				
25X1A [redacted]	1 - 1 - 1 - 2 - 2 - (7) 2 - 2 - 2 - 1 - 1 - 8 3 - 3 - 3 - 3 - 3 15			
15. 12/31 — Called Pat — See 106 136 - Home address				

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FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
Executive Secretary Training Selection Board 1036 CofC Bldg	2193	DATE 6 December 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Mr. Fred W. M. Janney 5 E 56 HQS		13	J	Attached for your consideration are three nominations for the Seminar for Advancing Managers at Oak Ridge, 16 - 28 February 1975:
2.				
3.		25X1A		[redacted], CRS GS-13, NPIC
4.				[redacted] GS-14, OD&E (MF)
5.				The Agency has one space reserved for this seminar.
6.				Please return these papers to me indicating your ranking of the candidates.
7.				[redacted]
8.				
9.		25X1A		
10.				
11.				
12. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
13.				
14.				
15.				

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
Executive Secretary Training Selection Board 1036 CofC Bldg	2193	DATE 6 December 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Dr. Karl H. Weber 6 F 20 HQS				Attached for your consideration are three nominations for the Seminar for Advancing Managers at Oak Ridge, 16 - 28 February 1975:
2.				
3.		25X1A		[redacted], CRS GS-13, NPIC GS-14, OD&E (MF)
4.				
5.				The Agency has one space reserved for this seminar.
6.				Please return these papers to me indicating your ranking of the candidates.
7.				[redacted]
8.				
9.		25X1A		
10.				
11.				
12. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
13.				
14.				
15.				

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:	EXTENSION	NO.
Executive Secretary Training Selection Board 1036 CofC Bldg	2193	
		DATE 6 December 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. [redacted] 2 F 20 HQS		10 Dec 74		Attached for your consideration are three nominations for the Seminar for Advancing Managers at Oak Ridge, 16 - 28 February 1975:
2.				
3.		25X1A		[redacted] CRS S-13, NPIC 14, OD&E (MF)
4.				
5.				The Agency has one space reserved for this seminar.
6.				Please return these papers to me indicating your ranking of the candidates.
7.				[redacted]
8.				
9.		25X1A		
10.				
11. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
12.				
13.				
14.				
15.				

25X1A

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:
Executive Secretary
Training Selection Board 1036 CofC Bldg

EXTENSION: 2193

NO.

DATE: 6 December 1974

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
25X1A 1. [redacted] 3 C 43 HQS		13 Dec		Attached for your consideration are three nominations for the Seminar for Advancing Managers at Oak Ridge, 16 - 28 February 1975:
2.				
3.			25X1A	[redacted], CRS, GS-13, NPIC, GS-14, ODSE (MF)
4.				
5.				The Agency has one space reserved for this seminar.
6.				Please return these papers to me indicating your ranking of the candidates.
7.				[redacted]
8.				
9.		25X1A		
10.				
11. Executive Secretary Training Selection Board 1036 Chamber of Commerce				
12.				
13.				
14.				
15.				

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